



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U. S. ARMY CENTER FOR HEALTH PROMOTION AND PREVENTIVE MEDICINE
5158 BLACKHAWK ROAD
ABERDEEN PROVING GROUND, MARYLAND 21010-5403

MCHB-CG-HHD

3 July 2002

MEMORANDUM FOR USACHPPM-HHC Personnel

SUBJECT: Duty Rosters – Policy Memorandum #11

1. All soldiers in the ranks of PVT-SFC (P), 2LT-COL, and CW1-CW5 will be included on the staff duty and miscellaneous duty rosters.
2. Miscellaneous duties include, but are not limited to: escort duty, driver detail, funeral detail, post cleanup, report of survey officer, casualty assistance officer, etc.
3. The only personnel exempt from the duty roster include:
 - a. Chief of Staff
 - b. Directors
 - c. Company Commander
 - d. Company First Sergeant
 - e. General's Driver
 - f. General's Aide
 - g. Inspector General
4. The Adjutant will maintain one duty roster for selecting the Staff Duty Officer (Company Grade Officers) and one duty roster for selecting officers to perform all other miscellaneous temporary duties (Company – Field Grade Officers). The HHC First Sergeant will maintain one duty roster for selecting Enlisted Staff Duty Personnel and one duty roster for selecting soldiers to perform all other miscellaneous temporary duties.
5. Newly arrived personnel will be exempt from the duty roster for the first 30 days after their arrival. Out-processing personnel will be removed from the duty roster 30 days prior to their departure. Timely submission of DA Form 31 will ensure this happens.

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JOSEPH J. HOUT

1LT, MS

Commanding

